

# EMPLOYMENT CONTRACT - AMEND



## Definition

If any terms of the initial Employment Contract are to be changed, the conditions governing the working relationship are thereby amended. The issuance of an amended Employment Contract substitutes the original contract and renders it null and void.



## Process



Contact Shams to amend Employment Contract

1.



Submit required documents

2.



Settle payment

3.



Receive amended Employment Contract

4.



Sign and submit three copies of amended Contract

§ Signed by employer and employee  
§ Company stamp on last page  
§ Initials of employer and employee on each page

5.



Receive timeline

6.



Receive notification and collect amended Employment Contract

7.



## Timeline

- 1 to 3 business days



## Fees

- AED 350



## Documents Required

- Request Letter to amend Employment Contract